Boards and Preparing the Board Application

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Important Resources

✔ **AMB Web Page**

    ➢ **https://www.perscomonline.army.mil/opfam51/amb main.htm**

✔ **ASC Web Page**

     http://asc.rdaisa.army.mil/

Board - Boards - Boards and then More Boards

✔ **The AMB conducts/supports the following boards for the ASC**

➢ **Acquisition Command Board (formerly known as PM boards)**

• **Best Qualified**

⬚ **Competitive Development Group**

• **Best Qualified**

⬚ **Acquisition Education, Training & Experience**

• **Needs Based**

⬚ **Acquisition Tuition Assistance Program**

• **Needs Based**

⬚ **Other boards at the request of the Acquisition Support Center**

Application Process

✔ **Announcement of opportunity**
- ➢ **always on AMB web page**
- **AMB Announcement is the only official announcement**
- **always open at lest 60 days**

✔ **Acceptance of applications**
- **reviewed for content**
  - • **Application must be complete at time of receipt at PERSCOM**
  - • **Incomplete packages are ineligible**
- **forwarded to ACMs for review and board file preparation**
  - • **ACMs *may* contact applicant to provide advice and assistance on some boards**

4

Your Board Application

Application Package

- ➢ **ACRB**
- **Resume**
- **Performance Appraisals/Support Forms**
- **Senior Rater Potential Evaluations**
- **Other required forms/information**
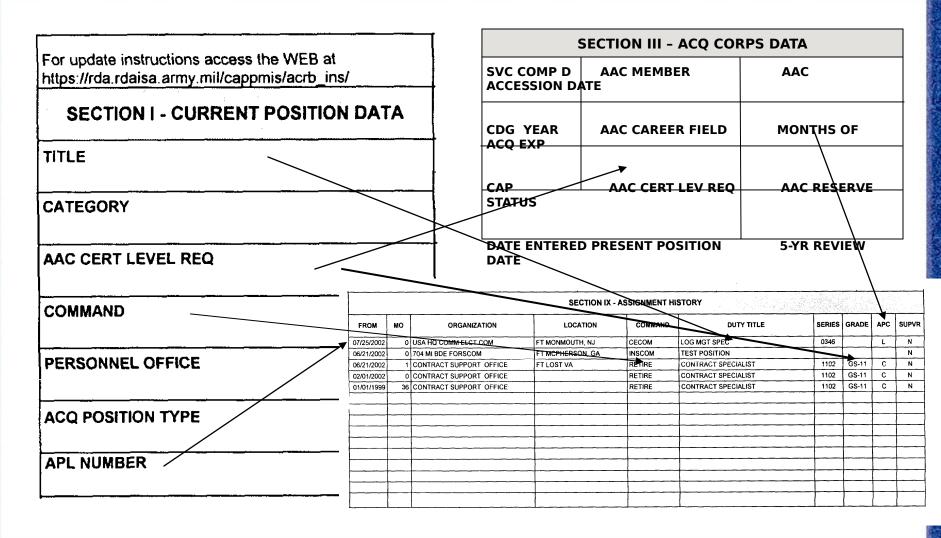- **Including Other Information**

ACRB Current Position

For update instructions access the WEB at
https://rda.rdaisa.army.mil/cappmis/acrb_ins/

SECTION I - CURRENT POSITION DATA

TITLE

CATEGORY

AAC CERT LEVEL REQ

COMMAND

PERSONNEL OFFICE

ACQ POSITION TYPE

APL NUMBER

✔ **Data taken from DCPDS**

✔ **Data can't be changed by ACM**

✔ **Acquisition Position List (APL) number can override data**

For update instructions access the WEB at https://rda.rdaisa.army.mil/cappmis/acrb_ins/

SECTION I - CURRENT POSITION DATA

TITLE

CATEGORY

AAC CERT LEVEL REQ

COMMAND

PERSONNEL OFFICE

ACQ POSITION TYPE

APL NUMBER

SECTION III – ACQ CORPS DATA		
SVC COMP D ACCESSION DATE	AAC MEMBER	AAC
CDG YEAR ACQ EXP	AAC CAREER FIELD	MONTHS OF
CAP STATUS	AAC CERT LEV REQ	AAC RESERVE
DATE ENTERED PRESENT POSITION DATE		5-YR REVIEW

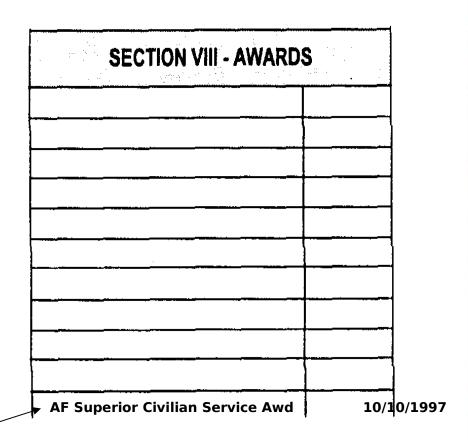|		SECTION IX - ASSIGNMENT HISTORY							
FROM	MO	ORGANIZATION	LOCATION	COMMAND	DUTY TITLE	SERIES	GRADE	APC	SUPVR
07/25/2002	0	USA HQ COMM ELCT COM	FT MONMOUTH, NJ	CECOM	LOG MGT SPEC	0346		L	N
06/21/2002	0	704 MI BDE FORSCOM	FT MCPHERSON, GA	INSCOM	TEST POSITION				N
06/21/2002	1	CONTRACT SUPPORT OFFICE	FT LOST VA	RETIRE	CONTRACT SPECIALIST	1102	GS-11	C	N
02/01/2002	0	CONTRACT SUPPORT OFFICE		RETIRE	CONTRACT SPECIALIST	1102	GS-11	C	N
01/01/1999	36	CONTRACT SUPPORT OFFICE		RETIRE	CONTRACT SPECIALIST	1102	GS-11	C	N

7

ACRB - Awards

- ✔ **Lists authorized civilian awards, i.e. step increase, performance awards**
- ✔ **Limited number of military awards are available**
- ✔ **11th line is fixed**

SECTION VIII - AWARDS	
AF Superior Civilian Service Awd	10/10/1997

How Does It Relate?

✔ **Your Awards can be expounded upon in your Resume**

✔ **Resume Content…….**

On-the-Spot Awd for saving \$3.5M on the Underwater Mess Kit Program

SECTION VIII - AWARDS	
ON THE SPOT CASH AWD	08/09/2002

ACRB - Certifications

✔ **Ensure ALL certifications you're eligible for are listed**

  ➢ **Check your eligibility!**

SECTION X - CERTIFICATIONS/LICENSES		
Career Field	Career Level	Date Cert
Contracting	2	01/01/2002

How Does It Relate?

✔ **Training, Experience and Certification go hand-in- hand**

SECTION VI - ACQ/LEADER TRAINING

COURSE	DATE
CON 101-BASIC OF CONTR (LOWR	08/07/1992
CON 104-CONTRACT PRICING	02/01/1984

SECTION IX - ASSIGNMENT HISTORY

FROM	MO	ORGANIZATION	LOCATION	COMMAND	DUTY TITLE	SERIES	GRADE	APC	SUPVR
07/25/2002	0	USA HQ COMM ELCT COM	FT MONMOUTH, NJ	CECOM	LOG MGT SPEC	0346		L	N
06/21/2002	0	704 MI BDE FORSCOM	FT MCPHERSON, GA	INSCOM	TEST POSITION				N
06/21/2002	1	CONTRACT SUPPORT OFFICE	FT LOST VA	RETIRE	CONTRACT SPECIALIST	1102	GS-11	C	N
02/01/2002	0	CONTRACT SUPPORT OFFICE		RETIRE	CONTRACT SPECIALIST	1102	GS-11	C	N
01/01/1999	36	CONTRACT SUPPORT OFFICE		RETIRE	CONTRACT SPECIALIST	1102	GS-11	C	N

SECTION X - CERTIFICATIONS/LICENSES

Career Field	Career Level	Date Cert
Contracting	2	01/01/2002

11

✔ **Include all DAU training**

> ➤ **Resident & Non-resident**

✔ **Include Military leader training**

✔ **Include AMSC/ SBLM**

✔ **Do NOT include non-acquisition/non-leader training**

SECTION VI - ACQ/LEADER TRAINING	
COURSE	DATE

SECTION VII - EDUCATION	
INSTITUTION	DEGREE
DISCIPLINE	YEAR
INSTITUTION	DEGREE
DISCIPLINE	YEAR
INSTITUTION	DEGREE
DISCIPLINE	YEAR
Highest Degree Associate Degree	Acq Corps Qual - Credit Hrs.

✔ **Ensure your highest education level is reflected**

✔ **Look for duplicates**

✔ **Board feedback indicates that "post-XXX" degree is not useful**

➢ **Better to address work in progress in resume**

✔ **Check dates against Resume**

✔ **Only claim APCs when the position is TRULY acquisition**

✔ **Use meaningful Duty Titles**

SECTION IX - ASSIGNMENT HISTORY									
FROM	MO	ORGANIZATION	LOCATION	COMMAND	DUTY TITLE	SERIES	GRADE	APC	SUPVR
07/25/2002	0	USA HQ COMM ELCT COM	FT MONMOUTH, NJ	CECOM	LOG MGT SPEC	0346		L	N
06/21/2002	0	704 MI BDE FORSCOM	FT MCPHERSON, GA	INSCOM	TEST POSITION				N
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01/01/1999	36	CONTRACT SUPPORT OFFICE		RETIRE	CONTRACT SPECIALIST	1102	GS-11	C	N

14

✔ **Format based on feedback from board members and applicants**

✔ **Format**

➢ **FOLLOW PRESCRIBED FORMAT EXACTLY – Failure to follow format will result in being ineligible**

 Each job description may only be 15 lines

 No separate education or awards

  • **Include in work description**

 Dates MUST match ACRB

15

✔ **Emphasize what you did - - not what you were "responsible" for**

➢ **Leadership positions**

- **Not just supervisory positions**

 Key duties related to people and materiel

 If you were board selected for PM/CDG, say so

 If you're working on an advanced degree, say so

 Don't copy your job description

✔ **Incorrect Formatting – Cause for a rating of Ineligible**

➢ **Ensure that you follow the prescribed format exactly. Board members have validated that this format works the best. Failure to follow instructions will mean you are declared ineligible for consideration. Don't add or delete required information.**

✔ **Spelling Errors, Typos and Poor Grammar**

 You want to use spell check, but that won't catch every mistake. "Manger" is a correctly spelled word, but it means something very different from "Manager." Be sure to pay close attention to those buzzwords related to your field.

Resume Pet Peeves

✔ **Too "I'm responsible for" - Oriented**
  ➢ **If you're using your job description, you're missing the point of your resume. Board Members already know what the job is and what you're responsible for; your resume should highlight your accomplishments in that position.**

✔ **Inaccurate/ Dates**
  ▢ **Board Members need to know when you worked where to get a better understanding of your working history. Missing and/or inaccurate dates could send up a red flag.**
  ▢ **Include specific ranges in months and years for every position. If you have gaps, explain them.**

Evaluations

- ✔ **You have input to your evaluation - - make it meaningful**
- ✔ **Work with your supervisor/manager/senior rater to avoid "cookie-cutter" comments.**
  - ➢ **Comments that are the same year after year send negative messages to the board**
- ✔ **Ensure that you provide the "cleanest" copy in your application**
- ✔ **Explain dates that don't run concurrently**

✔ **Include OERs and evaluations from private industry if appropriate**

✔ **Make sure you provide the complete evaluation**

20

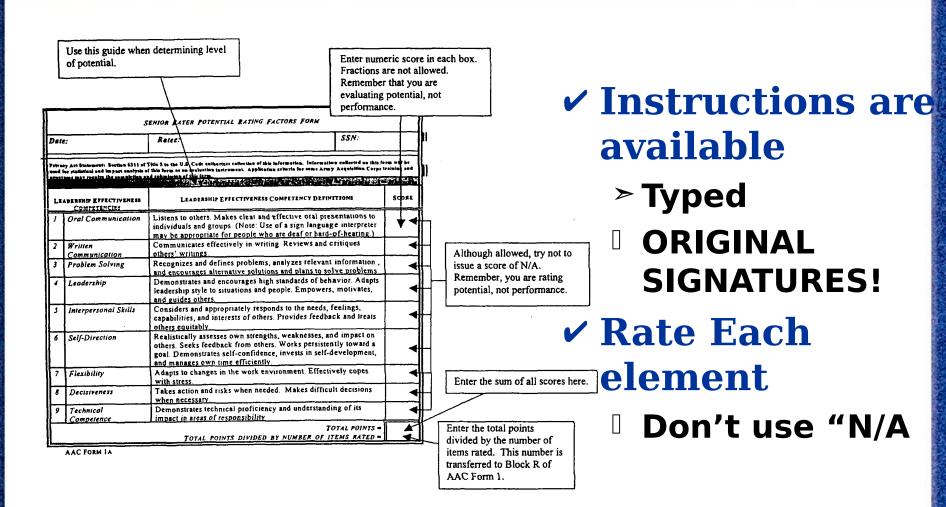# Senior Rater Potential Evaluation (SRPE)

✔ **Used to evaluate an individual's demonstrated leadership skills and predict potential for advancement to higher levels of responsibility**

➢ **Uses numeric scale**

 Requires supporting comments

✔ **Required for all GS13 or equivalent converted Personnel Demonstration Project broadband level employees, recommended for others, when applying for a board**

Use this guide when determining level of potential.

Enter numeric score in each box. Fractions are not allowed. Remember that you are evaluating potential, not performance.

Although allowed, try not to issue a score of N/A. Remember, you are rating potential, not performance.

Enter the sum of all scores here.

Enter the total points divided by the number of items rated. This number is transferred to Block R of AAC Form 1.

✔ **Instructions are available**

➢ **Typed**

◻ **ORIGINAL SIGNATURES!**

✔ **Rate Each element**

◻ **Don't use "N/A**

✔ **Identifies where among all employees the ratee fits**

The Overall Potential Rating is transferred from AAC Form 1A, "Total Points Divided by Number of Items Rated."

What distinguishes the rated individual from the other 44 individuals under this senior rater?

R. OVERALL POTENTIAL RATING	SENIOR RATER PROFILE
✗	45
2	
3	
4	
5	

AAC Form 1 (Block R)

This profile identifies the rated individual as one of three with the most **POTENTIAL** to succeed.

OVERALL POTENTIAL RATING		SENIOR RATER PROFILE	
X		3	
2		10	
3		17	
4			
5			

R.

AAC Form 1 (Block R)

✔ **A valid profile is required to determine an individual's potential to succeed.**
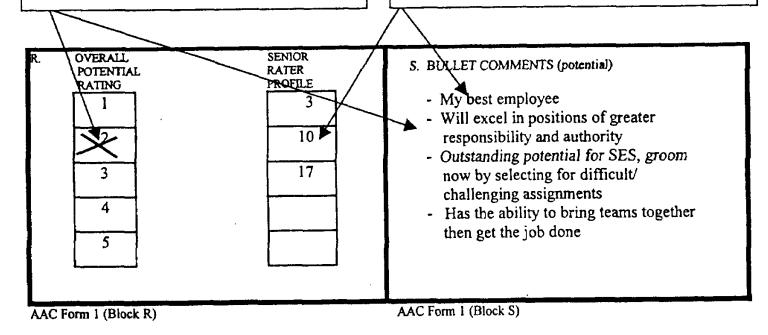
✔ **Profile needs to be supported by comments**

24

✔ **Unclear messages on potential force board members to interpret**

An overall rating of 1, with senior rater comments that do NOT support that overall rating, severely weakens the strength of the rating

On the surface, these comments seem appropriate, however; they address the employee's performance and do not provide the board with a clear signal as to the employee's potential.

R.	OVERALL POTENTIAL RATING	SENIOR RATER PROFILE	S. BULLET COMMENTS (potential)
	1 (X)	3	- Good worker
	2	10	- Competent employee
	3	17	- Exceptional
	4		
	5		

AAC Form 1 (Block R)   AAC Form 1 (Block S)

An overall rating of 2 is not supported by the Bullet Comment of "My best employee." Other comments also seem inconsistent with the overall rating.
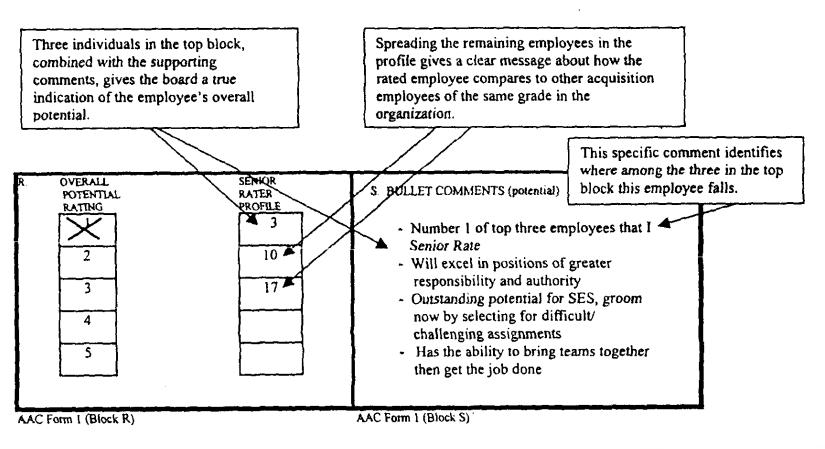
Profile indicates that employee's potential is average compared with other employees of the same grade, yet comments seem to point to an employee with exceptional potential.

R. OVERALL POTENTIAL RATING

1
2 (X)
3
4
5

SENIOR RATER PROFILE

3
10
17

S. BULLET COMMENTS (potential)

- My best employee
- Will excel in positions of greater responsibility and authority
- *Outstanding potential for SES, groom* now by selecting for difficult/ challenging assignments
- Has the ability to bring teams together then get the job done

AAC Form 1 (Block R)

AAC Form 1 (Block S)

✔ **Ensure comments support rating**

26

✔ Example of well written SRPE

Three individuals in the top block, combined with the supporting comments, gives the board a true indication of the employee's overall potential.

Spreading the remaining employees in the profile gives a clear message about how the rated employee compares to other acquisition employees of the same grade in the organization.

This specific comment identifies where among the three in the top block this employee falls.

R.	OVERALL POTENTIAL RATING		SENIOR RATER PROFILE
	✕		3
	2		10
	3		17
	4		
	5		

S. BULLET COMMENTS (potential)

- Number 1 of top three employees that I *Senior Rate*
- Will excel in positions of greater responsibility and authority
- Outstanding potential for SES, groom now by selecting for difficult/ challenging assignments
- Has the ability to bring teams together then get the job done

AAC Form 1 (Block R)

AAC Form 1 (Block S)

27

Regionalization Information

National Capital Area

- [ ] All National Capital Areas
- [ ] Washington, DC
- [ ] Aberdeen Proving Ground, MD
- [ ] Edgewood Proving Ground, MD
- [ ] Fort Detrick, MD
- [ ] Radford, VA
- [ ] Fort Belvoir, VA
- [ ] Fort Lee, VA
- [ ] Fort Monroe, VA
- [ ] Fort Eustis, VA
- [ ] Other MDW locations

Southern

- [ ] All Southern Region Areas
- [ ] Huntsville, AL
- [ ] Orlando, FL

Northeast

- [ ] All Northeast Region Areas
- [ ] Fort Monmouth, NJ
- [ ] Picatinny Arsenal, NJ
- [ ] Natick, MA

Central

- [ ] All Central Region Areas
- [ ] Warren, MI
- [ ] Rock Island, IL

- [ ] I have no regional preferences.

✔ **Program still in test phase**

✔ **Select either an entire region or specific locations within a region**

✔ **Considered during slating**

✔ **Goes hand-in-hand w/job preferences**

28

✔ **ACRB**
  ➢ **Updated**

✔ **Appraisals**
  ➢ **Include support(ing) forms**
    • **Check for Completeness**
    • **Signatures**
    • **Overall Rating**
    • **Senior Rater comments**
   Length

✔ **Senior Rater Potential Evaluation**
  ➢ **Required for GS13 & above**
   ***Recommended* for others**

Board Process

Members
- recommended by ACMs/Assignment Officers
- from diverse backgrounds
- from many locations/ organizations
- civilian and military

Briefings
- informational
- file content

Voting
- confidential
- based on word-picture

After Board
- report to convening authority
- list approval/release

CSL Approval Process

Board Recesses → CSL to G-1 (DMPP) → DMPP to TJAG/OGC (Legal Review) → DMPP Review → G-1 Review → ASA (M&RA) Review

↓

ASA (AL&T) Review ← VCSA Review ← CSA Review ← SEC ARMY Approves CSL ← G-1 / PERSCOM Establish Release Date → CSL Released

Officers/Civilians have 30 days from release to decline without prejudice. Slate approval process is a separate process which occurs after the approval of the CSL. The actual slate will not be released until after the 30 day decline without prejudice period has passed. If an officer declines after the 30 day window has closed, the officer must decline with prejudice (i.e., may not compete ever again for command at this level).

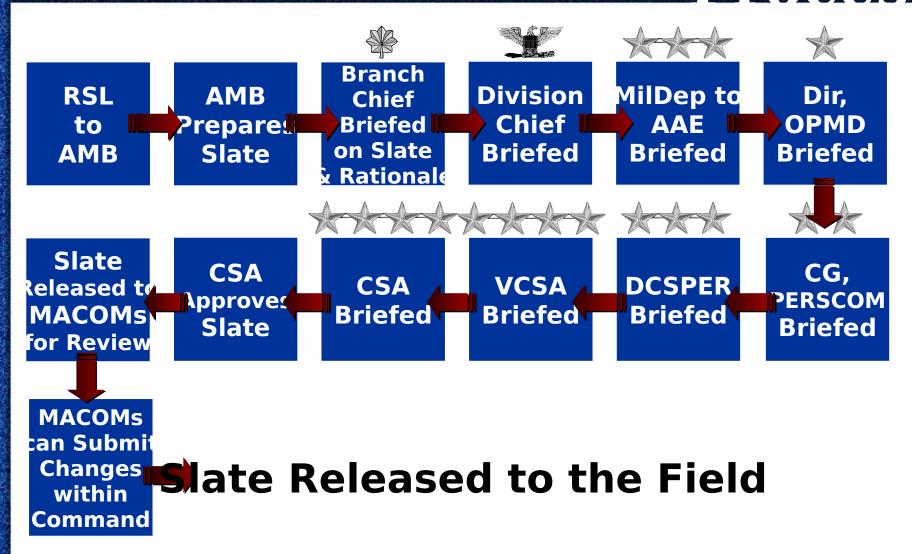# CSL Slate Approval Process

RSL to AMB	→	AMB Prepares Slate	→	Branch Chief Briefed on Slate & Rationale	→	Division Chief Briefed	→	MilDep to AAE Briefed	→	Dir, OPMD Briefed

Slate Released to MACOMs for Review	←	CSA Approves Slate	←	CSA Briefed	←	VCSA Briefed	←	DCSPER Briefed	←	CG, PERSCOM Briefed

MACOMs can Submit Changes within Command

Slate Released to the Field

Actions After Slate Approval

- ✔ **List is pre-positioned in commands**
- ✔ **Commands can request re-slates within their command**
- ✔ **No re-slate requests – date of release is announced**
- ✔ **ACMs can talk to civilian selectees 15 days after the release of the slate**
- ✔ **AMB must receive approved paperwork from ASC establishing/disestablishing command before changes to assignments and/or early activating selectee**

✔ **PM Boards**

> ➢ **Announcement – Available o/a 15 September**

✔ **AET&E**

> **Announcement – Early Fall**

✔ **ATAP**

> **Announcement – Early Fall**

General Board Tips

✔ **Always submit your application in sufficient time to be at PERSCOM by the closing date**

  ➢ **Double check for completeness to include all required signatures**

✔ **Application packages for other boards are basically the same as for PM**

✔ **Specific requirements are always outlined in the announcement**

✔ **Work with your ACM prior to submission of your application to ensure your application is complete**

✔ **Don't add additional papers to the application**

Board Feedback

- ✔ **Boards tell us…..**
  - ➢ **Senior Rater Potential Evaluation use as a board tool is strongly endorsed**
    - **Profile**
    - **Comments**
- ✔ **Civilians with multiple assignments at varying levels more competitive**
- ✔ **Disconnects between ACRB/Resume/Evals create questions by the board members**

5 Key Problems with Board Packages

✔ **Failure to Follow Instructions**
  ➢ **Signatures**
✔ **Not keeping abreast of changes (i.e. certification requirements, policies/procedures)**
✔ **SRPE – Senior rater not providing meaningful evaluation of applicant's potential**
✔ **Evaluations – Supervisory assessment often does not reflect overall rating**

37

Questions